

# DG UNIVERSITY: ANTI-CORRUPTION

## STRATEGY MEMO

### Instructions

You are now ready to begin your strategy memo. This document includes everything that you will need to construct your strategy. You can take as much time as you like constructing the strategy, but it should, on average, take no more than one hour to complete. Keep background information to a minimum – you should keep in mind that the memo is intended for the Mission Director who will be familiar with most of the basic information about the country.

The text boxes allow you to fill in the data online. There are no word limits, so if you run out of room, simply keep typing and use your arrow keys to move up and down within the field. When you have finished the form, click the “submit” button and the data will be submitted automatically to the DG Office. Should you need to stop during the exercise, save this document to your desktop and submit it when complete. Once we receive and review your memo, we will email you an official certificate of completion that you can print out and include in your personnel file. (If you would like, we will also send a notice to your supervisor if you fill in the appropriate section with his or her name and email address.) Remember, submission of this memo is a pre-requisite for the DG Office’s advanced training in anti-corruption and we cannot approve your participation at the advanced level without it.

Feel free to consult the information from the module and any other resources you like while completing the assignment. A text-version of the module, including the Kleptocria case study, is included as Appendix A. The DG Toolkit, with links to anti-corruption publications and the two sample assessments, is in Appendix B. Please note that all attached files are included on the CD-ROM. If you have saved this assignment to your desktop, the links will no longer work, but copies of all publications are available online at [USAID’s Democracy and Governance website](#).

If you have any questions about this module or the assignment, please send an email to the DG Office’s [Information Unit](#) and we will respond as soon as possible.

**If you would like us to send confirmation of completion to your supervisor, please provide the following:**

**Supervisor Name:**

**Supervisor Email:**

**DG UNIVERSITY: ANTI-CORRUPTION**

**TO:** Mission Director, USAID/  
**FROM:**  
**EMAIL:**  
**SUBJECT:** Proposed Anti-corruption Program

**Summary & Background Information:**

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**A. Current Mission Program**

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**B. Suggested New Programming**

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**C. Expected Results (Indicators – click [here](#) to open the DG Indicators Handbook)**

**D. Other Comments and Conclusions**

**SUBMIT**